AIRCRAFT DISPATCHER

UNIT 3 – FLIGHT FOLLOWING

NOTES

DETAILED LESSON OUTLINE

COURSE: Aircraft Dispatcher

UNIT: 3 – Flight Following

TIME: 1 hour 30 minutes

TRAINING AIDS: Overhead projector or computer with CD-ROM and LCD projector; projection screen; markers; masking tape or tacks; handouts; flip chart

OBJECTIVES: Upon completion of this unit, students will be able to:

- Identify how administrative, non-administrative, point-to-point, and special-use flights will be tracked.

- Define three methods of flight following.

- List the pieces of information required to effectively flight follow.

- Identify the two ways a flight plan can be closed out.

- Identify where procedures for handling overdue, missing, or downed aircraft can be found.

OUTLINE	AIDS & CUES
INTRODUCE UNIT 3.	03-01-ACDP-EP
PRESENT THE UNIT OBJECTIVES.	03-02-ACDP-EP
	03-03-ACDP-EP
I. TERMINOLOGY	03-04-ACDP-EP
A. Scheduling Unit	
1. Unit from which the flight originates	

OUTLINE	AIDS & CUES

      2.   Responsible for scheduling flight and passing information onto all units involved in tracking the flight

      3.   Has Search and Rescue responsibility for the duration of the flight

  B.   Receiving Unit

      1.   Unit where the flight terminates

      2.   Takes on responsibility for:

- The aircraft after pass off from the scheduling unit

- Notifying of overdue aircraft

- Closing the flight plan

II.   FLIGHT FOLLOWING AND RESOURCE TRACKING

                                                                              03-05-ACDP-EP

REFER STUDENTS TO A BLANK FLIGHT REQUEST ON PAGES 1A.8 AND 1A.9 OF THE STUDENT WORKBOOK.
        SW page 1A.8 THRU SW page 1A.9

  A.   Flight Following
        03-06-ACDP-EP

     The knowledge of the location and condition of an aircraft, with a reasonable degree of certainty such that, in the event of a mishap, those on board may be rescued

  B.   Resource Tracking
        03-07-ACDP-EP

     The process by which an agency can request the pilot, chief of party, or flight manager to relay flight status at designated intervals

OUTLINE	AIDS & CUES
C. Three Methods of Flight Following	03-08-ACDP-EP
1. Agency Check-in (VFR)	
• 15-minute check-in	
• Refer to the National Interagency Mobilization Guide	
THE AGENCY CHECK-INS MUST NOT EXCEED 60 MINUTES. HOWEVER, PER THE NATIONAL INTERAGENCY MOBILIZATION GUIDE, A 15-MINUTE STANDARD IS USED. UNDER SPECIAL CIRCUMSTANCES, AN AGREED UPON CHECK-IN– NOT TO EXCEED 60 MINUTES–MAY BE REACHED BETWEEN THE PILOT AND THE DISPATCHING UNIT TO ACHIEVE THE MISSION.	
2. Flight Plan	
• FAA, IFR	
• FAA, VFR	
3. Resource Tracking (IFR or VFR)	
• Radio	
• Telephone	
D. Dispatch Tools for Flight Following	03-09-ACDP-EP
• Flight Request	
• Flight Strip	
REFER STUDENTS TO THEIR STUDENT WORKBOOK APPENDIX E, FOR AN EXAMPLE OF A FLIGHT STRIP.	SW Appendix E
• Radio logs with maps and timers	

OUTLINE	AIDS & CUES
• Computer-Aided Dispatch System (CAD)	
E. Information for Effective Flight Following	03-10-ACDP-EP
1. Itinerary (ETD/ATD)	
2. Method of flight following (FAA, Agency)	
3. Number of persons on board	
4. Destination	
5. Flight route	
6. Fuel on board	
F. Necessary Information During In-Flight Check-ins	03-11-ACDP-EP
1. Current location	
• Latitude/Longitude	
• Description of physical location	
2. Direction of travel or heading	
G. Flight Plan Close-out Methods	03-12-ACDP-EP
1. Positive communication via radio or telephone from the pilot or chief of party/flight manager at destination	
2. Positive confirmation of the aircraft being passed or "handed off" to another unit	

OUTLINE	AIDS & CUES
H. Emergency Procedures	03-13-ACDP-EP
1. Aviation Mishap	
a. Overdue Aircraft	03-14-ACDP-EP
An aircraft that has not made contact or cannot be contacted 30 minutes past the scheduled time	
b. Possible Missing Aircraft	03-15-ACDP-EP
An aircraft that has missed two consecutive scheduled contacts	
c. Downed Aircraft	03-16-ACDP-EP
An aircraft that is known to be down OR has not made contact during the time for allowed fuel on board	
2. Search and Rescue	03-17-ACDP-EP
a. Who is responsible for Search and Rescue?	
THIS PROCEDURE IS HIGHLY DEPENDENT UPON LOCAL POLICIES AND PROCEDURES. AIRCRAFT DISPATCHERS MUST WORK IN CONJUNCTION WITH THE RESPONSIBLE PARTY FOR SEARCH AND RESCUE. REQUEST THAT STUDENTS REVIEW THEIR LOCAL POLICIES AND PROCEDURES.	
b. What are the requirements for your agency and Search and Rescue?	
c. Where would you find this information?	

OUTLINE	AIDS & CUES
I. Publications	03-18-ACDP-EP
1. Agency/Unit Aviation Plan	
2. Interagency Aviation Mishap Response Plan	
Downloadable from www.oas.gov	
NOTIFY STUDENTS THAT THE INTERAGENCY AVIATION MISHAP RESPONSE PLAN CAN BE DOWNLOADED FROM THE AVIATION MANAGEMENT DIRECTORATE WEB SITE. ENCOURAGE STUDENTS TO REVIEW THE PLAN AND BECOME FAMILIAR WITH HANDLING AN AVIATION MISHAP ON THE LOCAL LEVEL.	
REVIEW THE UNIT OBJECTIVES.	03-19-ACDP-EP
ASK THE STUDENTS IF THEY HAVE ANY QUESTIONS.	03-20-ACDP-EP